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Position Description: Audit Committee Chair

Major Responsibilities

1. Provide assistance to and advise the Executive Committee and the Board of Directors in fulfilling the full board of Directors' oversight responsibility to the Federation's stakeholders, and other interested parties relating to:
 - a. The integrity of the Federation's financial statements;
 - b. The integrity of the Federation's financial reporting process;
 - c. The Federation's systems of internal accounting and financial controls;
 - d. The Federation's compliance with legal and regulatory requirements related to financial practices;
 - e. The Federation's external audit process;
 - f. Other functions and responsibilities assigned by the Board of Directors; and
 - g. Other tasks assigned by the President of Federation.
2. Convene an audit committee with at least 5 members.
3. Hold at least three meetings per year of the Audit Committee to fulfill the "Duties and Responsibilities" of the Audit committee outlined in the Audit Charter.
4. Responsible for presenting auditor's report to the Executive Committee and the Board of Directors.
5. Ensure continuity of the committee through focused succession planning. Work in partnership with staff to identify, evaluate and train future leaders. Meet with committee members toward the end of the year to ascertain interest in continuing on committee or placement somewhere else. Identify mentors to work with future leaders to help them achieve their goals.

Experience Required

The Audit Committee Chair is a member of the Board of Directors of Federation. The Audit chair should have familiarity with financial documents and accounting procedures.

Additional Expectations

1. The Audit Committee Chair is expected to attend Board meetings as a member of the Board of Directors.
2. The Chair must be independent of the Federation, i.e he/she does not accept any consulting, advisory, or other compensatory fee from the Federation or their subsidiaries (directly or indirectly).

Position Description: Audit Committee Member

Major Responsibilities

1. Work with the Audit Chair and the committee to provide assistance to and advise the Board of Directors in fulfilling the full board of Directors' oversight responsibility to the Federation's stakeholders, and other interested parties relating to:
 - a. The integrity of the Federation's financial statements;
 - b. The integrity of the Federation's financial reporting process;
 - c. The Federation's systems of internal accounting and financial controls;
 - d. The Federation's compliance with legal and regulatory requirements related to financial practices;
 - e. The Federation's external audit process;
 - f. Other functions and responsibilities assigned by the Board of Directors; and
 - g. Other tasks assigned by the President of Federation.
2. Work with the Audit Chair and other committee members to discharge all of the "Duties and Responsibilities" delineated in the Audit Charter.
3. Attend committee meeting to be held at least three times per year either in person or via tele-conference.

Experience Required

1. An Audit Committee Member should be financially literate.
2. At least one member of the committee should sit on the Board of Directors of Federation.

Additional Expectations

1. Attend Super Sunday.

AUDIT COMMITTEE 2009

A. Robert Bloom
Richard Dine
Jacob Frenkel
Steven Jacobson
Jonathan Saiger
Howard Schilit

Position Description: Building Committee Chair

Major Responsibilities

1. Work with the President to make recommendations to the Board and COO with regard to Federation's facilities.
2. Work with COO whenever facility related emergencies arise that require additional expenditures or major changes to the facility.
3. Work with President, CEO and COO on long-term planning for the facility and how best to meet the needs of the Federation in the future.
4. Ensure continuity of the committee through focused succession planning. Work in partnership with staff to identify, evaluate and train future leaders. Meet with committee members toward the end of the year to ascertain interest in continuing on committee or placement somewhere else. Identify mentors to work with future leaders to help them achieve their goals.

Experience Required

The Building Committee Chair should have experience with facility management, construction and/or realty. The Chair should have a sense of expenses related to facility management, construction and leasing. The chair should also have a familiarity with the workings of Federation and its budgeting process.

Additional Expectations

1. The Building Committee Chair is expected to attend Board meetings as a member of the Board of Directors.
2. Be prepared to make a gift to a Federation capital campaign.
3. Attend Super Sunday.
4. Make an affinity-level gift to the annual campaign.

Position Description: Building Committee Member

Major Responsibilities

1. Work with the Building Committee Chair to make recommendations to the Board and COO with regard to Federation's facility.
2. Work with Building Committee Chair on long-term planning for the facility and how best to meet the needs of the Federation in the future.

Experience Required

The Building Committee member should have experience with facility management, construction and/or realty. Committee members should have a sense of expenses related to facility management, construction and leasing.

Additional Expectations

1. Members are expected to attend Building Committee Meetings as requested.
2. Be prepared to make a gift to a Federation capital campaign.
3. Attend Super Sunday.
4. Make an affinity-level gift to the annual campaign.

BUILDING COMMITTEE 2009

Ralph Dweck
Michael Gelman
Edward Kaplan
Irene Kaplan
Jack Kay
Robert Kogod
Norman Pozez

Position Description: Cash Collections Chair

Major Responsibilities

1. Convene committee to determine appropriate collection activity, policies and procedures each year.
2. Work with senior staff to provide guidance on mass collection efforts.
3. Ensure continuity of the committee through focused succession planning. Work in partnership with staff to identify, evaluate and train future leaders. Meet with committee members toward the end of the year to ascertain interest in continuing on committee or placement somewhere else. Identify mentors to work with future leaders to help them achieve their goals.

Experience Required

The Cash Collections Chair should be familiar with accounting procedures, have experience with cash collections, and have a familiarity with Federation operations.

Additional Expectations

1. Chair is expected to convene the Cash Collections Committee 2-4 times a year.
2. Meet with the Treasurer as needed.
3. Attend Super Sunday.
4. Make an affinity-level gift to the annual campaign.

Position Description: Cash Collections Member

Major Responsibilities

1. Work with Cash collections Chair to assist in securing cash collections of outstanding commitments.
2. Work with senior staff to provide guidance on mass collection efforts.
3. Monitor collection trends.
4. Revise policy and procedure wording as necessary.

Experience Required

The Cash Collections Committee should be familiar with accounting procedures, have experience with cash collections, and a familiarity with Federation operations.

Additional Expectations

1. Members are expected to attend the Cash Collections Committee meetings 2-4 times a year.
2. Attend Super Sunday.
3. Make an affinity-level gift to the annual campaign.

CASH COLLECTIONS COMMITTEE 2009

Richard Dine
Steven Jacobson
Ronald Paul
Leslie Ulanow

Position Description: Internal Budget Committee

Major Responsibilities

1. Propose an organizational operating budget to the Executive Committee and Board that matches the resources necessary to meet Federation's organizational goals.
2. Monitor the approved budget versus actual expenditures.

Experience Required

Members of this committee should have a financial background, some budgeting experience and be familiar with the work of Federation.

Additional Expectations

1. Attend internal budget committee meetings typically held 3-5 times per year.
2. Make an affinity level gift to the Federation's Annual campaign.
3. Attend Super Sunday.

INTERNAL BUDGET COMMITTEE 2009

Rise Ain
Deborah Cohn
Roderic Fleisher
Barry Forman
Irene Kaplan
Jeffrey Karton
Eric Kassoff
Robert Minkoff
Richard Newman
Ronald Paul
Ruth Silberg
Adam Steiner
Stuart Tauber
Robert Zahler

Position Description: Pension Committee Chair

Major Responsibilities

1. Work with the COO and CFO to advise the pension trustees about actions necessary to manage Federation's pension plans.
2. Convene a committee on a quarterly basis to recommend investment-related policies including plan asset allocation and review pension plan investment performance.
3. Advise pension plan trustees about changes required by law and manage the plan by working with outside actuaries and lawyers.
4. Ensure continuity of the committee through focused succession planning. Work in partnership with staff to identify, evaluate and train future leaders. Meet with committee members toward the end of the year to ascertain interest in continuing on committee or placement somewhere else. Identify mentors to work with future leaders to help them achieve their goals.

Experience Required

The Chair of this committee should have experience working with pensions and general accounting knowledge.

Additional Expectations

1. Convene committee meetings typically held 4 times per year.
2. Make an affinity-level gift to the Federation's Annual campaign.
3. Attend Super Sunday.

Position Description: Pension Committee Member

Major Responsibilities

1. Work with the Chair to advise the pension trustees about actions necessary to manage Federation's pension plans.
2. Recommend investment-related policies including plan asset allocation and review pension plan investment performance.
3. Advise pension plan trustees about changes required by law and manage the plan by working with outside actuaries and lawyers.

Experience Required

Members of this committee should have experience working with pensions.

Additional Expectations

1. Attend committee meetings typically held 4 times per year.
2. Make a gift to the Federation's Annual campaign.
3. Attend Super Sunday.

PENSION COMMITTEE 2009

COMING SOON...